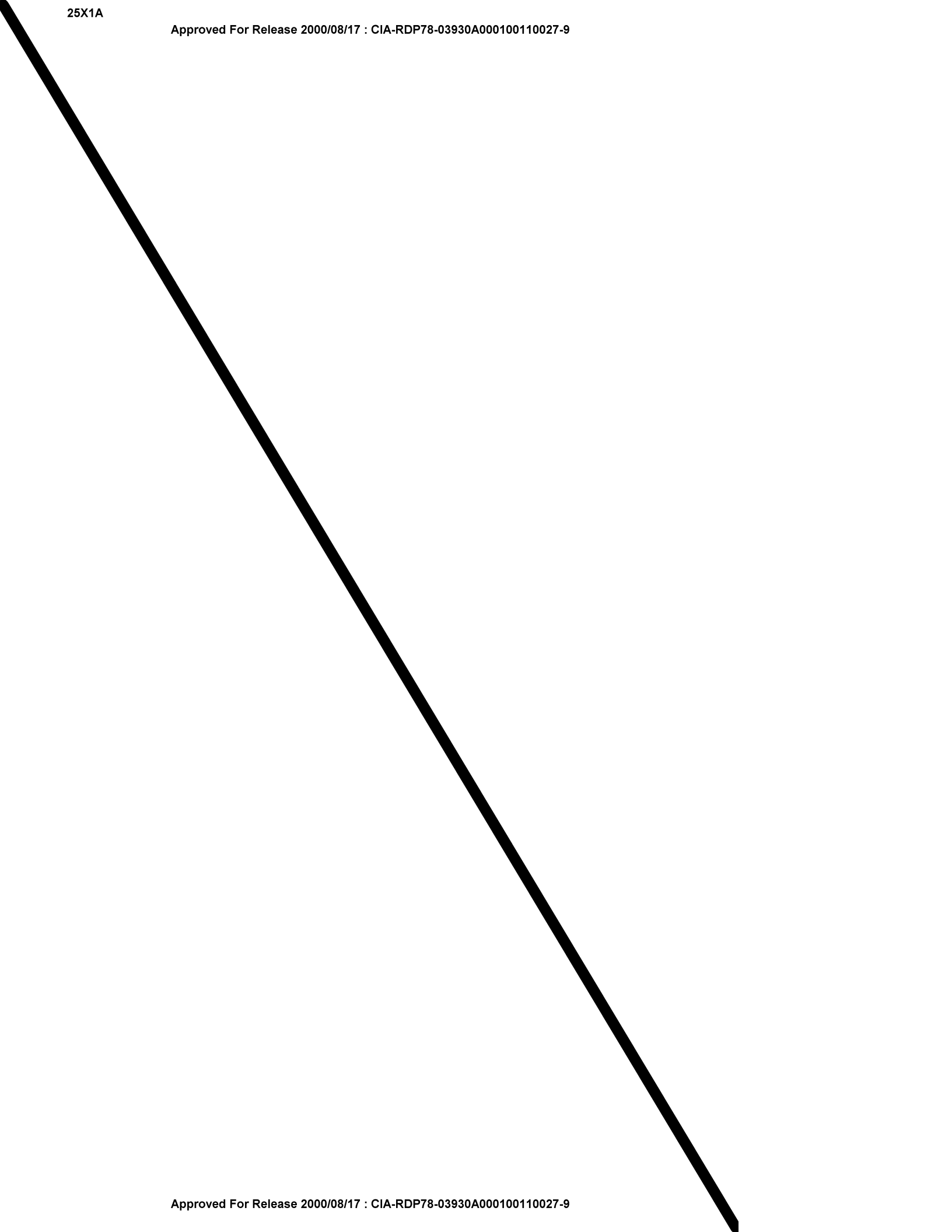


Training
Officer
Orientation
(916)

1959



TRAINING OFFICER ORIENTATION
(Course Outline)

19 May 1959

| <u>Time</u> | <u>Location</u> <u>Room</u> <u>Building</u> | <u>Subject</u> | <u>Person Responsible</u> |
|-------------|--|---|---------------------------|
| 0900 - 1000 | 2623 Qtrs. Eye | 1. Training as a Support Service a. Agency training concepts b. Mission of Director of Training c. OTR in relation to major components d. Role of Training Officer e. Services of Registrar Staff | 25X1A [REDACTED] |
| 1000 - 1130 | 2605 Qtrs. Eye | 2. Information Services a. Support of Internal Training (1) OTR Publications (a) Bulletin (Regular & Special) (b) Catalog of Courses (2) Oral Inquiries b. Support of External Training (1) Library of university catalogs (2) Brochures on Governmental programs c. Training Statistics | 25X1A [REDACTED] |
| 1130 - 1200 | 2204 Alcott Hall | SCHOOL OF INTERNATIONAL COMMUNISM AND THE U.S.S.R. (Visit and Briefing) | 25X1A [REDACTED] |

S-E-C-R-E-T

TRAINING OFFICER ORIENTATION
(Course Outline)

| <u>Time</u> | <u>Location</u> <u>Room</u> <u>Building</u> | <u>Subject</u> | <u>Person Responsible</u> |
|-------------|--|--|---|
| 1300 - 1530 | 2608 Qtrs. Eye | <p>3. OTR Responsibility for External Training</p> <p>a. Kinds of Programs</p> <p>(1) Government</p> <p>(2) Non-Government</p> <p>b. Initiation and Endorsement of Requests</p> <p>c. Processing and Review in OTR</p> <p>(1) Verification of slot</p> <p>(2) Determination of costs</p> <p>(3) QRF consideration, if appropriate</p> <p>(4) Approval or other disposition</p> <p>d. Administrative Action on Approved Requests</p> <p>(1) Travel Orders</p> <p>(2) Cover arrangements</p> <p>(3) Briefing and debriefing of students</p> <p>(4) Records and reports</p> <p>e. [REDACTED]</p> <p>f. [REDACTED]</p> | <p>25X1A [REDACTED]</p> <p>25X1A [REDACTED]</p> |
| 1530 - 1700 | 2013 R & S | <p>INTELLIGENCE SCHOOL (Visit and Briefing)</p> | <p>25X1A [REDACTED]</p> |

S-E-C-R-E-T

S-E-C-R-E-T

TRAINING OFFICER ORIENTATION
(Course Outline)

20 May 1959

| <u>Time</u> | <u>Location</u> <u>Room Building</u> | <u>Subject</u> | <u>Person Responsible</u> |
|-------------|---|---|---------------------------|
| 0900 - 1030 | 2611 Qtrs. Eye | 4. Language Development Program a. Agency Sponsorship b. Kinds of Training (1) Directed (2) Voluntary c. Types of Awards d. Eligibility e. Administrative Procedures | 25X1A [REDACTED] |
| 1030 - 1200 | 1807 Qtrs. Eye | LANGUAGE AND AREA SCHOOL (Visit and Briefing) | 25X1A [REDACTED] |
| 1300 - 1530 | 2617 Qtrs. Eye | 5. Arranging for OTR Courses a. Prerequisites b. Submission of Training Requests c. Handling within sponsoring Office d. Registration and processing (1) Recording applications (2) Verifying eligibility and qualifications (3) Preparation of official Student Rosters and Trainee Data Cards | 25X1A [REDACTED] |
| 1530 - 1700 | 201-C 25X1A [REDACTED] | OPERATIONS SCHOOL (Visit and Briefing) | 25X1A [REDACTED] |

S-E-C-R-E-T

S-E-C-R-E-T

TRAINING OFFICER ORIENTATION
(Course Outline)

21 May 1959

| <u>Time</u> | <u>Location</u> | | <u>Subject</u> | <u>Person Responsible</u> |
|-------------|-----------------|-----------------|---|---------------------------|
| | <u>Room</u> | <u>Building</u> | | |
| 0900 - 1030 | 2617 | Qtrs. Eye | 5. Arranging for OTR Courses (Contd) e. Post-Training Procedures (1) Processing final class roster (2) Individual Training Records (IBM) (3) Reports on OTR course activities | 25X1A |
| 1030 - 1200 | 1331 | R & S | ASSESSMENT AND EVALUATION STAFF (Visit and Briefing) | |
| 1300 - 1400 | 2620 | Qtrs. Eye | 6. Component Training Responsibilities a. Agency 5%-in-training policy b. Establishment of courses 7. Agency Training Requirements | |
| 1400 - 1500 | 2525 | Qtrs. Eye | JUNIOR OFFICER TRAINING PROGRAM (Visit and Briefing) | |
| 1500 - 1600 | 2623 | Qtrs. Eye | 8. Registrar Staff Plans and Goals 9. Critique | |
| 1600 | 11 | 25X1A | MEETING WITH DIRECTOR OF TRAINING | Matthew Baird |

S-E-C-R-E-T

Next 7 Page(s) In Document Exempt

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8-8-C-R-E-2